

Adopted: January 10, 1989

**ACADEMIC SENATE**  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California

**AS-303-89/PPC**

**RESOLUTION ON**  
**PROMOTION OF LIBRARIANS**

- WHEREAS, Librarians are members of the Unit 3 bargaining unit; and
- WHEREAS, The CSU-CFA Unit 3 contract specifically mentions librarians in appropriate sections; therefore, be it
- RESOLVED: That CAM 342 be amended as indicated on the attached sheets.

Proposed By:  
Personnel Policies Committee  
November 29, 1988

## 342.2 ACADEMIC PROMOTIONS

### A. Eligibility

Promotion eligibility shall be governed by the terms of Article 14 of the Memorandum of Understanding (MOU) between the CSU and Unit 3 Faculty. In particular, tenure is required for promotion to professor or librarian. In addition, persons (other than department heads/chairs) whose primary duties are administrative shall not normally be advanced in academic rank without the concurrence of the tenured faculty of higher rank from the appropriate department.

### B. Criteria and Procedures (also consult CAM 341.1.D, E and F)

1. Performance reviews for promotion purposes shall be conducted in accordance with Article 15 of the MOU. Additional school (department) criteria and procedures shall be in accordance with the MOU and shall be approved by the Vice President for Academic Affairs.
2. Applicants for promotion shall submit a resume which indicates evidence of promotability. This resume shall include all categories pertinent to promotion consideration: teaching activities and performance, or librarian effectiveness and performance, professional growth and achievement, service to the university and community, and any other activities which indicate professional commitment, service, or contribution to the discipline, department, school, university, or community.

In preparing resumes, applicants are encouraged to employ the Faculty Resume Worksheet (CAM Appendix XII) as a guide.

3. In addition to their carefully documented recommendations, department peer review committees, department heads/chairs, school or library peer review committees, and school deans or the library dean, shall submit a ranking of those promotion applicants who were positively recommended at their respective level.
4. Promotion in rank is not automatic and is granted only in recognition of teaching competency or effectiveness as a librarian, professional performance, and meritorious service during the period in rank. The application of criteria will be more rigorous for promotion to professor or librarian than to associate professor or associate librarian. Recommendations for promotion of individuals are based on the exhibition of merit and ability in each of the following four factors and their subordinate sub-factors:
  - a. Teaching Performance or effectiveness as a librarian and/or Other Professional Performance

Consideration is to be given to such factors as the faculty member's competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of courses, relevance of instruction to

course objectives, methods of evaluating student achievement, relationship with students in class, effectiveness of student consultation, and other factors relating to performance as a teacher.

In formulating recommendations on the promotion of teaching faculty, evaluators will place primary emphasis on success in instruction. The results of the Student Evaluation of Faculty program are to be considered in formulating recommendations based on teaching performance.

For librarians, consideration is to be given to such factors as performance effectiveness in terms of quantity and quality; fulfilling responsibilities; furthering the objectives of the library and the university by cooperating with fellow librarians; considering and initiating new ideas, technologies, or procedures; applying bibliographic techniques effectively to the acquisition, development, classification, and organization of library resources; initiating and carrying to conclusion projects within the library; demonstrating versatility, including the ability to work effectively in a range of library functions and subject areas.

In formulating recommendations on the promotion of librarians, evaluators will place primary emphasis on effectiveness as a librarian as evaluated by colleagues and library users.

b. Professional Growth and Achievement

Consideration is to be given to the faculty member's original preparation and further academic training, related work experience and consulting practices, scholarly and creative achievements, participation in professional societies, and publications , and presentation of papers at professional and scholarly meetings .

c. Service to University and Community

Consideration is to be given to the faculty member's participation in academic advisement; placement follow-up; cocurricular activities; department, school, and university committees and individual assignments; systemwide assignments; and service in community affairs directly related to the faculty member's teaching service area, as distinguished from those contributions to more generalized community activities.

d. Other Factors of Consideration

Consideration is to be given to such factors as the faculty member's ability to relate with colleagues, initiative, cooperativeness, and dependability.

For librarians, additional factors of consideration include leadership and/or supervision and/or administrative abilities.

5. Possession of the doctorate or other designated terminal degree from an accredited institution is normally required for promotion.
6. Department heads/chairs and deans shall use Form 109 (CAM Appendix I) for evaluation of promotion applicants. Department (school or library ) peer review committees will submit their recommendations in a form that is in accordance with their department (school or library ) promotion procedures.
7. Normal Promotion
  - a. An application for promotion to associate professor or associate librarian is considered normal if the applicant is eligible and both of the following conditions hold:
    - (i) the applicant is tenured or the applicant is also applying for tenure.
    - (ii) the applicant has received four Merit Salary Adjustments (MSA's) (while an assistant professor or senior assistant librarian ) or the applicant has reached the maximum salary for assistant professor or senior assistant librarian.
  - b. Tenure is required for promotion to professor or librarian . An application for promotion to professor or librarian is considered normal if the applicant is eligible and the applicant has received four MSA's (while an associate professor or associate librarian ) or the applicant has reached the maximum salary for associate professor or associate librarian .
8. Early Promotion
  - a. An application for promotion to associate professor or associate librarian is considered "early" if the applicant is eligible and one (or both) of the following is (are) true:
    - (i) the applicant is a probationary faculty member who is not also applying for tenure.
    - (ii) the applicant has not received four MSA's (while an assistant professor or senior assistant librarian ) and the applicant has not reached the maximum salary for assistant professor or senior assistant librarian .
  - b. Tenure is required for promotion to professor or librarian . An application for promotion to professor or librarian is considered "early" if the applicant is eligible and the applicant has not received four MSA's (while an associate professor or associate librarian ) and the applicant has not reached the maximum salary for associate professor or associate librarian .
  - c. Early promotion will be granted only in exceptional cases. The circumstances and record of performance which make the case

exceptional shall be fully documented by the candidate and validated by evaluators. The fact that an applicant meets the performance criteria for promotion does not in itself constitute an exceptional case for early promotion.

# Memorandum

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CAL POLY  
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CA 93407

JAN 31 1989


To : Charles T. Andrews, Chair  
Academic Senate

Academic Senate

Date : January 25, 1989

File No.:

Copies : Malcolm W. Wilson  
David Walch  
Jan Pieper  
Mike Suess

From :   
Warren J. Baker  
President

Subject: **Resolutions of Promotion and Tenure of Librarians**  
**(AS-303-89/PPC and AS-304-89/PPC)**

With the concurrence of Malcolm Wilson, Vice President for Academic Affairs, it is my pleasure to approve both Academic Senate resolutions AS-303-89/PPC and AS-304-89/PPC concerning the promotion and tenure provisions for librarians.

cc: Paul Murphy 2.1.89